

# Performance Review Responsibilities

## Employee

- Submit [Accomplishment Report](#) to supervisor. **(June)**
- Discuss accomplishments with supervisor. **(July)**
- Participate in goal discussion for upcoming review period. **(July)**
- Sign completed review form. **(September)**
- Sign receipt of formalized goals for next period. **(October)**

## Supervisor

- Conduct Performance Review discussion after 2<sup>nd</sup> level reviewer has signed the form. **(September)**
- Distribute review form and pay authorization slip. **(September)**
- Send completed review form with signatures to D/S/C Designee. **(October)**
- Issue formalized goals for next period. **(October)**

## Supervisor

- Review accomplishment report. **(June-July)**
  - Discuss report/goals for upcoming review period with employee. **(July)**
- Gather feedback from [matrix-level manager](#) as needed. **(July)**
- Complete [Performance Review form](#). **(July)**
- Consult with [HR Generalist](#) as needed. **(July)**
- Submit form for 2<sup>nd</sup> level review. **(August)**

## 2<sup>nd</sup> level Reviewer

- Review completed performance review forms and ratings for department. **(August)**
- Consult with HR Generalist as needed. **(August)**
- Participate in salary review process. **(August)**
- Sign review forms and return to supervisors. **(September)**